## **BYLAWS OF THE BOARD**

## **Minutes**

The Superintendent, as secretary of the Board, shall keep minutes of all meetings of the Board. Minutes become official after review and approval by a majority vote of the Board. The official minutes of the Board meetings and the master copy of the policy manual shall be kept in a fire-proof file or vault.

## **Recording of Votes**

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All resolutions shall be numbered for each year, beginning January 1.

Recordings made during regular or special Board meetings are public records. They shall be kept for at least 30 days and upon request shall be made available for inspection by members of the public on a district recorder without charge. (Government Code 54953.5)

Legal Reference: <u>Education Code</u>

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

Policy 9369 Adopted: March 28, 1974

Revised Policy 9369 Adopted: February 17, 1983

Policy Revised and Renumbered to 9324, Adopted: September 18, 2001